



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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VETERANS AFFAIRS BULLETIN
No. 4-07

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**NEW JERSEY VETERANS MEMORIAL HOMES
DISCRIMINATION, HARASSMENT, OR HOSTILE
ENVIRONMENTS IN THE WORKPLACE**

1. **Reference.** TAG Policy Letter 07-04 dated 29 June 2007, subject – Reaffirming the Interim State of New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environments in the Workplace.
2. All supervisors are directed to read the above-referenced TAG Policy Letter as soon as possible and comply with its guidance and directives.
3. Supervisors must take seriously all reports of discrimination, harassment, or hostile environments in the workplace. The most important initial action must be to listen to the person making the complaint.
4. The second action is to then immediately report the complaint to the New Jersey DMAVA Affirmative Action Officer, Dorinda K. Sapp, at 609-530-6828 or e-mail Dorinda.Sapp@njdmava.state.nj.us.
5. We must ensure that all employees feel assured that complaints will be taken seriously and addressed in a timely manner without fear of retaliation.
6. Retaliation against employees who file EEO-related complaints or are involved as witnesses in the investigative process will not be tolerated.
7. Questions or inquiries concerning this bulletin should be addressed to BG Frank R. Carlini, Director, Division of Veterans Healthcare Services at 609-530-6766 or e-mail Frank.Carlini@njdmava.state.nj.us.

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